



Civil Engineering

ENVIRONMENTAL UNIT COORDINATOR

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFD 32-70, *Environmental Quality*, for Sheppard Air Force Base by providing guidance on establishing and standardizing an environmental quality program and environmental management procedures. Sheppard AFB is committed to: cleaning up environmental damage resulting from past activities; meeting all environmental standards applicable to its present operations; planning its future activities to minimize environmental impacts; managing responsibly the irreplaceable natural and cultural resources it holds in public trust; and eliminating pollution from its activities wherever possible. This base instruction establishes responsibilities and procedures for managing an environmental unit coordinator infrastructure for Sheppard AFB and is applicable to organizations under the 82d Training Wing and the 80th Flying Training Wing.

The Sheppard Quality Council commissioned a strategic planning team to look into the procedures that Sheppard AFB would need to follow in order to maintain an environmentally sound installation. A team of 13 individuals from various base organizations determined that to maintain an environmentally sound installation that eliminating non-compliance was the key issue. Looking at the CY95 External Environmental Compliance, Assessment and Management Program (ECAMP), it was determined that the root cause of each finding could be attributed to lack of manpower, lack of following established procedures, lack of communication among base staffs, lack of ensuring accountability, and lack of training.

To ensure all of the root causes were addressed the strategic planning team determined that an environmental unit coordinator infrastructure be established. A Process Action Team was formed with representation from each group of the 82d Training Wing and one from the 80th Flying Training Wing to determine the organization, procedures and responsibilities of the environmental unit coordinators. This publication can be supplemented at the group level.

SECTION A--RESPONSIBILITIES**1. Group Commander**

- 1.1 Ensures their respective group complies with all federal, state, and local regulatory laws, and DoD, Air Force, AETC and base environmental policies.
- 1.2 Appoints a group environmental coordinator. Send an appointment letter through the 82 TRW/CC or 80 FTW/CC as appropriate to the 82 CES/CEV office.
- 1.3 Provides direct access for group environmental coordinators to group commander's office.
- 1.4 Places an addendum into the Group Environmental Coordinator's Position Description. Attachment 1 has a suggested addendum for use.
- 1.5 Directs squadron commanders to assign members to appropriate working groups as requested by the Environmental Protection Committee (EPC) chairman or EPC sub-committee chairperson.
- 1.6 Ensures that each group coordinator has the minimum training required as outlined in Attachment 2.

2. Group Environmental Coordinator

- 2.1 Represents each respective group in all environmental matters.

2.2 Ensures environmental matters pertaining to each respective group are forwarded to the appropriate office in a timely manner.

2.3 Ensures that all environmental training requirements for each respective group are identified to 82 CES/CEV.

2.4 Ensures all environmental requirements of each respective group are documented, appropriate paperwork completed and submitted for funding (see paragraph 7 for funding procedures).

2.5 Provides updates directly to each respective group commander on a recurring basis, but no less than once per quarter prior to the wing EPC meetings.

2.6 Attends all EPC meetings with each respective group commander.

2.7 Represents each respective group at all EPC subcommittee meetings.

2.8 Makes recommendations to the group commanders on the membership of environmental working groups.

2.9 Identifies areas of concern to the group commander, environmental office and/or environmental subcommittees.

2.10 Maintains a listing of environmental coordinators for each respective group.

2.11 Reports the status of open ECAMP findings to each respective group commander.

2.12 Maintains a master copy of ECAMP checklist and appropriate reference materials.

2.13 Ensures any changes in policies and procedures are disseminated to appropriate level.

2.14 Acts as liaison for each respective group with the environmental flight (82 CES/CEV).

2.15 Provides guidance and policy to squadron commanders and squadron environmental coordinators on the establishment of additional environmental unit coordinators.

3. Squadron Commander

3.1 Ensures their respective squadron complies with all federal, state, and local regulatory laws, and DoD, Air Force and AETC and base environmental policies.

3.2 Appoints a squadron environmental coordinator, with consultation of the group environmental coordinator if necessary. Send an appointment letter through each respective group commander to the 82 CES/CEV office.

3.3 Provides direct access for squadron environmental coordinators to squadron commander's office.

3.4 Assigns squadron members to environmental working groups as directed by the group commanders.

3.5 Places an addendum into the Squadron Environmental Coordinator's Position Description. Attachment 1 has a suggested addendum for use.

4. Squadron Environmental Coordinator

4.1 Represents each respective squadron in all environmental matters.

4.2 Ensures environmental matters pertaining to each respective squadron are forwarded to the appropriate office in a timely manner.

4.3 Ensures that all environmental training requirements within each respective squadron are identified.

4.4 Ensures all environmental requirements of each respective squadron are documented, appropriate paperwork completed and submitted for funding (see paragraph 7 for funding procedures).

4.5 Makes recommendations to each respective squadron commander on the membership of environmental working groups.

4.6 Identifies areas of concern to the squadron commander, group coordinator, and/or environmental office.

4.7 Reports the status of open ECAMP findings to each respective squadron commander and group coordinator.

4.8 Maintains a copy of appropriate ECAMP checklist items that pertain to each respective squadron.

4.9 Acts as liaison, with the appropriate group coordinator for each respective squadron with the environmental flight (82 CES/CEV).

4.10 Recommends the selection, as necessary, of any additional environmental unit coordinators that may be required in each respective squadron. See Attachment 3 for processes that may require a unit coordinator below the squadron level.

5. Environmental Flight (82 CES/CEV)

5.1 Provides environmental guidance and policy to group and squadron environmental unit coordinators.

5.2 Provides a system to validate and allocate environmental funds to group and squadron environmental coordinators.

5.3 Provides training to base environmental unit coordinators when requested and validated.

5.4 Provides ECAMP checklists and supplements to group coordinators.

SECTION B--TERMINOLOGY

6. Definitions

6.1 Environmental Compliance Assessment and Management Program (ECAMP). An audit program used by the Air Force to assess the compliance status of an installation.

6.2 EPC. The main body of the base that is responsible for the oversight of the installation environmental program. Representation is each group commander, commanders/managers of major tenant organizations, and technical representatives.

6.3 EPC Chairman. The 82 TRW/CC is the installation EPC chairman.

6.4 EPC Sub-committees. Committees that report to the EPC on Pollution Prevention, Compliance, Environmental Planning, Technical Review, and Training and Emergency Response.

6.5 Environmental Working Groups. Working groups that report to the EPC and its sub-committees on specific issues relating to environmental management.

6.6 Group Environmental Coordinator. The person who represents the 80 FTW/CC, 82 SPTG/CC, 82 LG/CC, 82 MDG/CC, 82 TRG/CC, 782 TRG/CC, 882 TRG/CC or the 982 TRG/CC on environmental issues.

6.7 Squadron Environmental Coordinator. The person that is the representative of each squadron on base for environmental issues.

SECTION C--PROCEDURES

7. Funding

7.1 Defining. The first step in the funding process is determining environmental requirements for each

particular unit. The AFIs for environmental management gives broad guidelines on how the Air Force complies with environmental laws and regulations. Additionally, the Environmental Protection Agency (EPA), the Texas Natural Resource Conservation Commission (TNRCC) and other agencies provide rules and guidelines for conducting activities in an environmentally sound manner. The Air Force has put all of these requirements into checklists that form the basis for the ECAMP. Review of these checklists with respect to operations in each squadron should give an initial starting point for defining requirements. Additionally, as the awareness of the installation increases, further technical training can help in assuring that all requirements that are needed to comply with the appropriate laws are defined.

7.2 Validation. The Air Force has determined that anything that is currently not in compliance or will go out of compliance in the next year will be funded in the current year budget to ensure that all compliance issues are accomplished. In addition to compliance funding, there is conservation funding, and pollution prevention funding. AFI 32-7001, Environmental Budgeting, covers the Air Force policy on each funding source and the associated valid requirements.

7.2.1 Submission to 82 CES/CEV for Validation. Attachment 4 is the information that should be provided 82 CES/CEV to validate a funds request. A letter with the information is essential to ensure proper accounting of environmental funds. Each letter should have the necessary information, necessary forms attached, appropriate coordinator signature and the appropriate commander's approval, prior to being forwarded to 82 CES/CEV.

7.2.1.1 Equipment Purchases. An AF Form 2005, Issue/Turn-in Request, AF Form 601, Equipment Action Request, and DD Form 1348-6, DoD Single Line Item Requisition System Document, should be filled out for each item being requested.

7.2.1.2 Supply Purchases. An AF Form 2005 and DD Form 1348-6, should be filled out for each item requested.

7.2.1.3 Services. An AF Form 9, Request for Purchase, should be filled out for each service requested.

7.2.1.4 Construction. An AF Form 332, Base Civil Engineer Work Request, should be filled out for each project/job requested.

7.2.1.5 Turn-in of Equipment/Supplies. This item does not currently apply. The only item that is turned in at this time is hazardous waste and this is funded through 82 CES/CEV. In the future this may change. A DD Form

1348-1A, Issue Release/Receipt Document, should be filled out for each item.

7.2.1.6 Training. Provide brochure describing desired training.

7.2.1.7 TDYs. Attach a copy of a brochure/letter that describes the seminar, training course, benchmark candidate or symposium that the person(s) are interested in attending.

7.2.2 Validation by 82 CES/CEV. Once all of the appropriate forms are accomplished, 82 CES/CEV through guidance documents and Air Force Policy letters determines if the requirement is valid.

7.3 Approval. The ultimate approval authority for all environmental requirements is the EPC. Once 82 CES/CEV has validated the requirement, the EPC or appropriate sub-committee will approve the funding for the requirement.

7.4 Accountable Equipment. Due to the constraints of the budget system, there will be no transfer of funds across PECs to allow individual units to purchase equipment

through their unit equipment accounts. PECs 85753, 85754, and 85756 will remain under the control of CEV. The approved DD Form 1348-6 will reflect CEV organizational codes and each unit will transfer the purchased equipment to their unit accounts once the equipment has arrived on base.

7.5 Future Programming Efforts. The future of environmental funding is uncertain. A large part of the Air Force feels that the money for environmental issues should be programmed and funded at the base level through the O&M program. In light of this, each group/squadron must keep their respective resource managers aware of funding requirements. Submission of the environmental funding request information at Attachment 4 should allow a historical tracking of environmental costs for each organization.

Section D--FORMS PRESCRIBED: AF Form 2005, *Issue/Turn-in Request*; AF Form 601, *Equipment Action Request*; DD Form 1348-6, *DoD Single Line Item Requisition System Document*; AF Form 9, *Request for Purchase*; AF Form 332, *Base Civil Engineer Work Request*; DD Form 1348-1A, *Issue Release/Receipt Document*.

THOMAS A. WHAYLEN, Colonel, USAF
Vice Commander

Attachments

1. Position Description Addendum for Civilian Environmental Coordinators
2. Required Training for Group Environmental Coordinators
3. Processes That Unit Coordinators Are Recommended to be Designated For
4. Environmental Funding Request Required Information

POSITION DESCRIPTION ADDENDUM FOR CIVILIAN ENVIRONMENTAL COORDINATORS

Addendum for Position No. _____

Environmental Unit Coordinator

Serves as Environmental Coordinator, when required, for the group/squadron to provide a focal point for problems/issues in each unit that need to be corrected/addressed to the Environmental Protection Committee (EPC) and its various subcommittees. Attends all environmental meetings i.e., EPC, Pollution Prevention, Compliance, Planning, and Emergency Response subcommittees, and working groups (where appropriate). Ensures information flows smoothly to all levels in the chain of command. Ensures environmental taskings are distributed in an expeditious manner and information is compiled for respective organizations. Ensures Environmental needs of organization are documented and budgeted accordingly. Ensures coordinators at every level are enrolled in any and all training available on environmental subjects. Identifies problem areas such as lack of manpower because of increasing responsibility of environmental issues. Obtains/maintains a listing of POCs in each organization and sends forward to next level. Ensures any changes in policy and procedures are disseminated to all levels in the organization. Maintains Environmental Compliance Assessment Management Program protocols and appropriate references.

SKILL CODE: 20% AAX Environmental Protection Assistant

REQUIRED TRAINING FOR GROUP ENVIRONMENTAL COORDINATORS

Hazardous Waste Generator Class--A 40 hour course that provides for the basic understanding of all environmental rules as they apply to hazardous waste generation. The course covers Resource Conservation and Recovery Act (RCRA) rules, Department of Transportation (DOT) rules, the Clean Air Act and the Clean Water Act as they apply to hazardous waste, and various other federal regulations. This class is taught here at Sheppard AFB by base instructors and instructors from Ft Sill Environmental Education Center.

Environmental Compliance and Assessment Management Program (ECAMP)--A 24 to 40 hour course that teaches each student the procedures for conducting an ECAMP audit. The training will cover 13 protocol areas, interviewing skills and report writing. The class is taught either through the Air Force Institute of Technology's televideo network or by qualified base personnel.

Hazard Communication Training (HAZCOM)--An 8 hour class on how to correctly handle hazardous materials and work in a hazardous environment. The class is taught here at Sheppard AFB by base instructors. Mandatory for all base personnel that handle hazardous materials.

Hazardous Material Awareness Training--A 16 hour class that provides students with the basic understanding of working with hazardous materials. It covers emergency response and disaster preparedness. The class is taught here at Sheppard AFB by base instructors. Also recommended for squadron and lower level unit coordinators.

Pollution Prevention Training--An 8 hour course that gives the student the basics in pollution prevention techniques. Provides an understanding of best management practices that can prevent pollution from occurring. The class is taught here at Sheppard AFB by contract instructors. Also recommended for squadron and lower level unit coordinators.

Environmental Impact Analysis Program Training--An 8 hour class that instructs the student on the base procedures for ensuring all actions have had an environmental assessment accomplished. The course instructs the student on how to request an environmental assessment and provides guidance on writing Descriptions of Proposed Action Alternatives (DOPAAs). This course is taught either on site by contract personnel or at TDY location by contract personnel.

PROCESSES THAT UNIT COORDINATORS ARE RECOMMENDED TO BE DESIGNATED FOR

The following processes have enough environmental issues and concerns to have an environmental unit coordinator assigned to ensure that they are correctly managed. It should be made clear that at no time should a squadron create a coordinator just to cover the processes described in this attachment. If a squadron's environmental coordinator can manage the below processes in a satisfactory manner, then there is no need to add layers of environmental management.

A3.1. Satellite accumulation points geographically separated from the squadron's environmental unit coordinator primary location of work.

A3.2. Significant storage of hazardous materials geographically separated from the squadron's environmental unit coordinator primary location of work.

A3.3. An operation that requires reporting/management of an environmental permit/standard exemption authorized by the Environmental Protection Agency, the Texas Natural Resource Conservation Commission or other environmental office.

A3.4. Operations that are at a significant distance that would prevent a squadron environmental coordinator from visiting on a recurring basis.

ENVIRONMENTAL FUNDING REQUEST REQUIRED INFORMATION

When requesting environmental funds please include the following information in letter format:

A4.1 Request Date

A4.2 Required/Need Date

A4.3 Project Title

A4.4 Name, Phone Number, Organization, and Unit Address of Requesting Individual/Equipment Custodian (if Applicable)

A4.5 Name, Phone Number, Organization, and Unit Address of Individual who can Answer Technical Questions

A4.6 Policy/Law and Date of Violation or Date of Violation Without Requirement

A4.7 Description of Requirement

A4.8 Justification

A4.9 Unit Coordinator's Signature

A4.10 Unit Commander's Approval